| Student Awards Policy | |
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| **Category:** Academic | **Approval Date:** July 2, 2021 |
| **Policy Owner:** Vice President Academic and Provost | **Effective Date:** July 2, 2021 |
| **Policy Administrator:** Academic Policy Committee | **Review Period:** 5 Years |
| **Recommended by:** Academic Council | |
| **Associated Documents** | |

## PURPOSE

To promote consistent and fair administration of awards (including scholarships and bursaries) given to recognize student excellence in academic, community, and athletic endeavours, and to provide financial assistance. To outline student access to awards, award selection processes, and the process for student notification and acceptance of awards.

## SCOPE

This policy applies to

- students who have applied or have been selected for awards,
- community members involved in award selections,
- award donors and sponsors, and
- faculty and staff involved in the awards process.

## POLICY

### General

1. International students and collaborative students are eligible for all institutional awards unless stated otherwise in the eligibility provisions for a particular award.

2. The institution assumes liability for payment of awards only to the extent that gifts from donors or finances permit.

3. The institution maintains an annual cap of $7,000 per student. This cap does not include:

a. Athletic Awards/Scholarships,

b. Continuing Education Awards/Scholarships,

c. Spring Leadership awards,

d. Government awards, or

e. awards administered by an external organization.

4. Government awards are administered according to the terms provided by the government.


*Award Categories*

1. Each category of award is determined according to:

   a. award eligibility (the conditions that must be met by a student to be considered for an award), and

   b. award criteria (the factors by which an eligible student is ranked) and

2. The categories of awards are as follows:

| Award | Category | Academic Requirement |
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| Academic Award | Based on academic achievement | Minimum GPA of 3.0 unless stated otherwise in the award eligibility |
| Athletic Awards/Scholarships | Based on a student being a member of an athletic team and meeting Alberta Colleges Athletic Conference eligibility requirements | Minimum GPA of 2.0 unless stated otherwise in the award eligibility. |
| Bursaries | Based on financial need | Minimum GPA of 1.7 (Marginal Academic Standing) unless stated otherwise in the award eligibility |
| Business Awards/Scholarships | Available to businesses throughout the community | No GPA requirement |
| Continuing Education Awards/Scholarships | Based on a student being enrolled in a Continuing Education program | No GPA requirement |
| Leadership Awards | Based on leadership or volunteer activity, or both | Minimum GPA of 2.7 unless stated otherwise in the award eligibility |
| Scholarships | Based on multiple criteria | Minimum GPA of 2.7 unless stated otherwise in the award eligibility |

3. Except for Athletic Awards/Scholarships, GPA is calculated based on the most recent Fall and Winter term grades or as designated in the award description.

4. GPA for Athletic Awards/Scholarships is calculated based on grades from the last Fall or Winter term, whichever is most recent. If the student was not enrolled during this term the minimum GPA requirement is waived. If a student's Winter term GPA is below the

minimum GPA requirement, the Winter and Spring or Summer GPAs may be blended to determine Fall term award eligibility.

### *Award Types*

1. The type of award is a subsection of the category of award. It is determined by the specific eligibility terms. The types of awards are:

   a. **Entrance Awards:** designated for students entering their first year of studies, and/or entering the first year of a program;

   b. **Continuing Awards:** designated for students who attended the most recent academic year and are continuing in the subsequent academic year; **Graduate Awards:** designated for students who graduated from their program in the most recent academic year;

   c. **No Conditions Awards:** designated for students who attended the most recent academic term or year (depending on the award) with no expectation that they will continue their academic studies.

### *Award Eligibility and Access*

1. Students must meet the eligibility requirements of the award.

2. Students must meet the credit course load requirement defined in the award eligibility in order to be considered for an award.

### *Access to Awards*

1. Students may access awards in three ways:

   a. the student submits an application to be considered for the award prior to the specified deadline;

   b. the student is automatically considered for the award and no action is required by the student;

   c. the student is nominated for the award by an individual or member of a specified group and no action is required by the student.

### *Award Selection Process and Student Awards Selection Committee*

1. The award selection process involves the use of assistive software for determining eligibility based on award criteria.

2. The Student Awards Selection Committee is established by the institution in the Student Awards Policy.

3. The Student Awards Selection Committee is accountable to the Registrar; it provides feedback on the process and selects award recipients for criteria beyond the capabilities of the software.

   a. The Student Awards Selection Committee members include:

      i. Associate Registrar, Student Services

      ii.  Seven faculty representatives appointed by the Faculty Association of Red Deer Polytechnic (rotating bi-annually, overlapping appointments where possible)

     iii.  Seven student representatives appointed by the Red Deer Polytechnic Students' Association (rotating bi-annually, overlapping appointments where possible)

     iv.  Student Connect Centre Advisors as needed

4. Faculty and Programs will be involved in selecting recipients for awards that require a personal knowledge of the eligible students.

    a. Faculty and staff cannot select awards with financial need criteria but may provide recommendations to be used in selections. Selections would then be made by the Associate Registrar, Student Service based on faculty and staff's recommendations and financial need.

### *Notification and Acceptance of Awards*

1. Award recipients will be notified via their institutional email of the deadline date by which they must return the documentation required to receive their award.

2. After this date, the student will receive one follow-up email or phone call providing them with a new deadline date.

3. If the student fails to meet this new deadline to submit the required documentation, they automatically forfeit their award to the alternate recipient.